

[1]

# VEDANT PUBLIC SCHOOL

ISANPUR, AHMEDABAD - 382443.

Seat No. :  
બેઠક નંબર :

EXAM :  
પરીક્ષા : FA-4

DATE :  
તારીખ : Revision  
(2018-19)

STD. / CLASS :  
ધોરણ / વર્ગ : 5<sup>th</sup>

SUBJECT :  
વિષય : Computer

MAIN મુખ્ય પુસ્તકો 1 + Supplements પુસ્તક પુસ્તકો \_\_\_\_\_ = TOTAL કુલ \_\_\_\_\_

Supervisor's Sign.  
નિરીક્ષકની સહી

Examiner's Sign.  
પરીક્ષકની સહી

| Ques. No. | Total Marks | Marks Obtain |
|-----------|-------------|--------------|
| 1         |             |              |
| 2         |             |              |
| 3         |             |              |
| 4         |             |              |
| 5         |             |              |
| 6         |             |              |
| 7         |             |              |
| 8         |             |              |
| TOTAL     |             |              |

Write From Here / અહીંથી લખવું.

FA-4

Revision (2018-19)

Q-1 MCO :-

1. A \_\_\_\_\_ helps in organising information or data.

A ~~(a)~~ Table.

2. The information represented in a table becomes more

A readable.

3. A \_\_\_\_\_ consists of number of rows and columns.

A table

[2]

2021  
2021  
2021

$$\boxed{\phantom{0}} + \boxed{\phantom{0}} + \boxed{\phantom{0}} + \boxed{\phantom{0}} + \boxed{\phantom{0}} = \boxed{\phantom{0}}$$

4. The intersection of a row and column is called a

A cell

5. The \_\_\_\_\_ option contains some pre-defined table.

A Quick tables

6. Entering data in a table is very \_\_\_\_\_.

A simple

7. The Delete table option is present under the \_\_\_\_\_

A layout.

8. The \_\_\_\_\_ cells option is used to combine multiple cells into a single cell.

A Merge.

9. A cell can be split into multiple cells using the \_\_\_\_\_ option.

Q Split cells

10. The Design tab is used to \_\_\_\_\_ a table.

Q format

11. The Delete table option \_\_\_\_\_ an entire table

Q deletes.

12. The table button is present in the \_\_\_\_\_ group.

Q Tables.

13. The \_\_\_\_\_ option lets you draw a table.

Q Draw table.

14. The \_\_\_\_\_ tab contains options to add row/columns and delete row/columns.

Q layout.

15. The \_\_\_\_\_ arrow keys is used to move to the next cell in a row.

2021  
2021  
2021

[4]

$$\square + \square + \square + \square + \square = \square$$

A tab or right

16. The \_\_\_\_\_ arrow keys is used to move to next cell in a column.

A Down.

17. A small icon with four arrows will appear on the \_\_\_\_\_ corner of the table.

A top-left

18. The \_\_\_\_\_ keys is used to move to the first cell of the row.

A Alt + Home.

19. The \_\_\_\_\_ keys is used to move to last cell of the row.

A Alt + End.

20. The \_\_\_\_\_ keys is used to move to first cell of the column.

A Alt + Page Up.

21. The \_\_\_\_\_ keys is used to move last cell of the

$$\boxed{\phantom{0}} + \boxed{\phantom{0}} + \boxed{\phantom{0}} + \boxed{\phantom{0}} + \boxed{\phantom{0}} = \boxed{\phantom{0}}$$

column.

A Alt + page Down.

22. The \_\_\_\_\_ arrow keys is used to move to previous cell of a column.

A Up,

23. The \_\_\_\_\_ arrow keys is used to move to previous cell in a row.

A Shift + tab

24. \_\_\_\_\_ is an electronic spreadsheet program.

A Microsoft Excel.

25. To turn off the extend selection mode, press the \_\_\_\_\_ key.

A Esc

26. The \_\_\_\_\_ bar displays the content or formula entered in a selected cell.

A Formula.

$$\boxed{\phantom{00}} + \boxed{\phantom{00}} + \boxed{\phantom{00}} + \boxed{\phantom{00}} + \boxed{\phantom{00}} = \boxed{\phantom{00}}$$

27. A \_\_\_\_\_ is a collection of worksheets.

A workbook.

28. An excel workbook is saved with \_\_\_\_\_ extension.

A .xlsx

29. To select an entire worksheet, \_\_\_\_\_ keys are used.

A Ctrl + A

30. The \_\_\_\_\_ view divides the worksheets into pages.

A page layout.

31. The \_\_\_\_\_ box displays the address of the selected cells.

A Name.

32. Microsoft Excel is used for organising, storing, manipulating \_\_\_\_\_ information.

A

[7]

$$\square + \square + \square + \square + \square = \square$$

33. Microsoft Excel <sup>was</sup> developed by

A. Microsoft corporation.

34. \_\_\_\_\_ view is the default view which shows all the rows and columns in a worksheet.

A. Normal.

35. Most of the components in Excel window are \_\_\_\_\_ to the components in MS Word and MS Powerpoint.

A. similar.

36. The \_\_\_\_\_ has various tabs like File, Home, Insert, View etc.

A. Ribbon.

37. The status bar is located at the \_\_\_\_\_ of an Excel window.

A. ~~at~~ bottom.

38. The Quick Access toolbar is located at the extreme left of the

[8]

$$\boxed{\phantom{0}} + \boxed{\phantom{0}} + \boxed{\phantom{0}} + \boxed{\phantom{0}} + \boxed{\phantom{0}} = \boxed{\phantom{0}}$$

A title bar.

39 The buttons like Minimize, Maximize and \_\_\_\_\_ are present on the top right corner.

A close.

40 \_\_\_\_\_ view hides the gridlines and displays the page breaks in the worksheet.

A Page Break.

41 \_\_\_\_\_ view divides the worksheets into pages.

A Page layout.

42 The \_\_\_\_\_ button is used to remove the data you are entering.

A Cancel.

43 The \_\_\_\_\_ button is used to record the data in a cell.

A Enter.



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1 +

Supplements  
પુસ્તક પુસ્તક

=

TOTAL  
કુલ

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44. The \_\_\_\_\_ button is used to enter predefined functions in MS Excel.

A. Insert function.

45. When you move the mouse pointer to the right corner of the cell. The mouse pointer will change to a \_\_\_\_\_ sign.

A. black plus.

46. How many ways are there to ~~select~~ enter data in a cell?

A. two

2016  
2017  
2018

[10]

$$\square + \square + \square + \square + \square = \square$$

47. To close MS Excel window or a workbook, click the close button in the ~~upper~~ corner of the title bar

Ⓐ right.

48. If you don't want to save your file, click \_\_\_\_\_.

Ⓐ Don't save.

49. Click \_\_\_\_\_ if you don't want to close the workbook

Ⓐ ~~File~~ Cancel.

50. In a worksheet, there are \_\_\_\_\_ rows and ~~1024~~ 16,384 columns.

Ⓐ 1,048,576.